



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE & PROBATION PROGRAM & TRAINING MANAGER	41*	B	12.613

Under direction of the Deputy Chief, is responsible for developing and administering a statewide training program involving staff training and development and offender programs; oversee the pre-release function and programs; and conduct internal affairs investigations.

Develop new or revised in-service training programs and administer existing programs for staff on a statewide basis; conduct needs assessments to identify training needs and deficiencies, develop course curriculum, and evaluate its effectiveness; develop and/or revise training based on established goals and objectives, Nevada Revised Statutes, P.O.S.T. requirements, and National Parole and Probation standards.

Develop training policies and procedures to ensure the training program is carried out within each district office, that the program maintains P.O.S.T. accreditation, and in accordance with established goals and objectives, and State and federal requirements.

Supervise the instructional staff to ensure consistency and proper delivery of training; select, train and evaluate the instructors; ensure lesson plans are developed and meet established standards and P.O.S.T. requirements; recruit volunteers to speak on course-related topics and ensure information is informative and presented in an appropriate manner.

Prepare the training section's budget and proposals to ensure adequate funding for necessary training, materials, equipment, supplies and staffing; utilize historical data and current budget expenditures; monitor existing budget and review and approve requests for training.

Perform personnel functions to assist the Deputy Chief with the recruitment and examination of new Parole and Probation Officers; develop testing mechanisms and examinations in conjunction with policy, procedure and requirements; maintain and update the affirmative action and equal opportunity plans; investigate complaints and grievances and formulate resolution.

Administer the inmate pre-release and pre-parole programs conducted for offenders preparing themselves for release and supervision; ensure the Operations Supervisors are properly planning, organizing and controlling each program; ensure that volunteers and staff are available to speak to the inmates and that the material is informative, appropriate and within the goals and objectives of the program.

Compile statistical data and reports; perform research and analyze trends in casework, programs, training, administration and staffing; design methods and systems for recording and reporting data; review final results and develop recommendations, changes or modifications of existing programs, training methods and techniques.

Oversee the coordination and assignment of parolees from rural camps to appropriate Operations Supervisor and prison facility; monitor the in-house caseloads and special cases of Operations Supervisor until inmates are released; maintain contact with Operations Supervisors regarding interstate compact cases, approved release

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

plans, and review discharge packets; assist Operations Supervisors with special or complex cases that require assistance from Central Prison Records office in calculating release date, good-time work credits, and discharge dates.

Track inmate workers' payroll records and initiate payroll worksheets by tracking work hours and pay increases and maintain records of time sheets; submit time sheets to accounting staff and ensure credited time appears on inmate accounts.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * A quarterly qualifying score of 70 or better with a firearm will be required.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, sociology, social services, business administration, public administration or related field and four years of experience developing and conducting training courses; performing needs assessment; and analyzing the effectiveness of training material with at least two of those years supervising and directing subordinate personnel involved in pre-release programs and staff training. Experience may be obtained in a parole and probation, law enforcement or correctional setting; **OR** an Associate's degree from an accredited college or university with major course work in criminal justice, police science or corrections and five years of related experience as outlined above; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: criminal statutes, penalties and sentencing; recognized training methods and practices; statistical analysis; accounting practices and procedures; law enforcement techniques; current casework techniques and programming opportunities of adult offenders; parole and probation supervision methods and practices. **Ability to:** formulate policy and procedure; determine P.O.S.T. certification compliance by comparing course curricula and training records to certification standards; evaluate course effectiveness by reviewing scores, critiques and working with District Administrators and agency personnel; develop and present effective teaching aids; elicit facts, identify problems, and recommend solutions; accurately interpret information regarding inmate personal and criminal history and sentence structure to ensure release dates and parole plans are correct and meet division requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: division policy and procedure; district guidelines regarding training and offender programs; federal and State laws regarding the supervision of offenders and the protection of the community; local social service and rehabilitation agencies; programs regarding the employment, training, education and social service needs of parolees; the principles and practices of personnel management especially in the area of recruitment and examination. **Ability to:** develop, implement and monitor a comprehensive personnel training and development program; prepare a variety of training and instructional manuals; develop division training policy and procedure; develop and administer the Training Section's budget; supervise assigned staff and provide direction; develop an affirmative action program; monitor and evaluate effectiveness of the equal employment opportunity/affirmative action program; resolve complaints.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.613

ESTABLISHED: 4/25/80
REVISED: 12/19/85-12
REVISED: 8/6/87-3
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 7/1/97LG
REVISED: 3/29/01UC
REVISED: 7/1/01LG